

ANNOTATED BIBLIOGRAPHY CHECKLIST

Step 1: Understand your assignment (5%)

- Review the assignment instructions and grading requirements.

Step 2: Choose a topic for your bibliography (10%)

- Choose a topic and narrow your focus.
- Ask for help if you are having trouble deciding on a topic.

Step 3: Find sources (25%)

- Consult a subject-related research guide.
- Collect the materials that may be appropriate for your annotated bibliography.
- Keep track of the citation elements for each source.

Step 4: Evaluate your sources (15%)

- Evaluate sources using the RADAR method to determine which ones you will use.
- Assess and evaluate content of the sources.

Step 5: Write and revise (30%)

- Construct citations for each of the sources using the required citation style (e.g., APA, Chicago, MLA).
- Write a concise annotation that describes, evaluates, and conveys the utility of the source for each source.
- Use revision strategies to improve your work.

Step 6: Proofread and polish (15%)

- Ensure each source contributes to the overall theme of your topic.
- Ensure the citation for each entry is complete, clear, and in the proper style.
- Ensure each annotation is free of error